

### Addendum 1

#### Major Duties:

95%

The secretary is the personal assistant to the ILEA Director, and is responsible, under broad instructions and guidance, for preparing all variations of correspondence to include letters, memorandums, and minutes of meetings, departmental telegrams and other internal documents to include policy, directives and guidance with a high degree of accuracy. The secretary, in accordance with prescribed formats, will draft routine and general correspondence for either the signature or approval of the deputy director. The incumbent will be responsible for the review and correction of format, grammar and punctuation of their written work.

Written work will often involve precise subject matter terminology that is specific to the topics presented at ILEA. The secretary will maintain the Director's appointment book, which includes meetings with internal staff, mission personnel and ILEA contacts as necessary. Additionally, the secretary will handle all schedules and requests for appointments for the Director to include representational events, meetings and conferences. This duty includes notifying appropriate personnel of time, date, location and topics of discussion on matters at hand.

The secretary will receive all incoming mail, messages and correspondence of the Director, maintaining both chronological and subject files, tracking action items for due dates and who is the responsible staff member. The secretary will maintain all of the filing for the director to include special projects, law enforcement liaison, courses of instruction, DOS embassy contacts, various budgets and all African countries that participate at ILEA to include printing file labels and developing various tracking indices as deemed needed. When directed, the secretary will request and secure background information for use by the deputy director in initiating new projects and answering inquiries and correspondence.

The secretary will receive and direct visitors to the Director or appropriate ILEA officer. The secretary will provide telephone support for the director by utilizing contact files and placing and receiving local and international calls and advising the Director of the nature of the call and also receiving and sending faxes. The secretary will maintain the meeting plans and Director's agenda for the monthly staff and senior management meetings. The secretary will track the Director's schedule and incorporate it into a computer-based calendar of activities.

When necessary, the secretary will prepare and coordinate invitations, assist in event planning to include dinners and graduations and schedule transportation of ILEA staff and visiting instructors. Additionally, the secretary will assist with time and attendance and its associated collation and filing as directed by the Director, Deputy Director or Assistant to the Director.

#### Other duties:

5%

Works with various U.S. Embassy staff to coordinate travel of the ILEA participants and ILEA staff.

Maintains office supplies, photocopies, internal messages and telegram distribution, log books, journals and publications.

Coordinates schedule of transportation for visitors to ILEA.

Performs other pertinent duties as assigned by the deputy director or director of ILEA.